



## **Functional Job Description**

### **GENERAL PURPOSE OF JOB**

**Briefly describe the job's primary purpose or contribution to the department or organization.**

### **DUTIES AND RESPONSIBILITIES**

**List the job's essential or most important functions and responsibilities. Include all important aspects of the job, whether performed weekly, monthly, or annually, and any that occur at irregular intervals**

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| 14. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |
| 15. | <input type="checkbox"/> Focus Area | <input type="checkbox"/> Mnt Area |

### **SUPERVISORY RESPONSIBILITIES**

**If this job supervises others, give the name of the section or division managed and the number of employees supervised. If there are subordinate supervisors, include them also.**

### **OTHER SIGNIFICANT INFORMATION (Areas of Specialization, etc.)**

**Please describe any other essential physical requirements of this position**